

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S00063

6. OPM Certification No.

2. Reason for Submission

3. Service

4. Employing Office Location

5. Duty Station

☐ Redescription

☒ New

☐ Hdqtrs.

☒ Field

☐ Reestablishment

☐ Other

Explanation (Show any position replaced)

7. Fair Labor Standards Act

☐ Exempt

☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure

☐ Employment and Financial Interests

9. Subject to IA Action

☒ Yes

☐ No

10. Position Status

☒ Competitive

☐ Excepted (Specify in Remarks)

☐ SES (Gen.)

☐ SES (CR)

11. Position is:

☐ Supervisory

☐ Managerial

☒ Neither

12. Sensitivity

☒ 1-Non Sensitive

☐ 3-Critical Sensitive

☐ 2-Noncritical Sensitive

☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

Standard Position Description

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. U.S. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

d. First Level Review

Tractor Operator

WG

5705

6

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (If different from official title)

17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

a. First Subdivision

U.S. Fish & Wildlife Service

b. Second Subdivision

Region

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Tractor Operator, 5705, TS-62, 1/92; Maintenance Mechanic, 4749, TS-30, 5/74

Typed Name and Title of Official Taking Action

Standard PD

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

FPL:

Medical:

BUS:

Drug:

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APPROVED FOR SERVICEWIDE USE

25. Description of Major Duties and Responsibilities (See Attached)

NSN 7540-00-634-4265

Previous Edition Useable

5008-106

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OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295

Tractor Operator, WG-5705-6

A. MAJOR DUTIES:

Operates farm type gasoline or diesel powered tractors with attachments on flat or rolling terrain in performing several different operations including planting, cultivating, and/or harvesting of crops, mowing, and hauling. The equipment typically requires multiple connections and adjustments.

Performs the following duties which are typical but not necessarily all inclusive: operates tractors and equipment on level or rolling terrain in such areas as open fields, lawns, and along roadways; cleans and maintains ditches, ponds, or other water diversion structures.

Operates auxiliary equipment and attachments such as cutter bars, plow, harrow, sprayers, discs, front-end loader, moveable dozer blades, and backhoes. The equipment is powered by direct drive from its wheels or power take-offs, and is typically operated with hydraulic or mechanical controls.

Services, checks, and fuels tractors before operation. Checks and services equipment to be used. Performs operator's daily preventative maintenance and makes minor repairs and adjustments to tractors and equipment. This includes, but is not limited to, replacing chains and belts, lubrication, oil and filter changes, battery checks, safety inspections, and other servicing that may be required. In addition, may be called upon to perform tasks involved with biological census work, fire suppression, building maintenance, and other miscellaneous duties not requiring any special skill, training, or experience.

B. SKILL AND KNOWLEDGE:

The employee is able to operate the tractor and manipulate equipment controls at the same time. Is able to operate and maneuver tractor and equipment in confined areas such as between trees and along fences and roads. Skill and knowledge is required to hook up and align more difficult multiple connections such as mechanical drive shafts and hydraulic lines for power and control systems. Ability to adjust equipment for job requirements such as setting the height of mower blades, the depth of plow blades, and the rate of application of sprayer attachments. Has a good working knowledge of various tractors and equipment and their working capacities and operating characteristics, and is able to perform preventative maintenance and minor repairs. Operate the tractor and equipment under a variety of conditions such as in mud, snow, and in areas where tree limbs, bushes, and flying objects are more likely to cause clogging of the equipment.

C. RESPONSIBILITY:

Employee is responsible for a variety of farm operations some of which may have several work steps. Care is exercised to avoid damage to trees, scrubs, crops, or equipment, and injury to employee. Worker is also responsible for operating in a safe manner at work site and while in transit on public roads.

Performs work according to established methods at special instructions such as depth to be plowed or the spacing between furrows. Receives instructions on what materials are to be used such as type of fertilizer or seed to dispense. Determines the selections of gears, power settings, and speeds for equipment operation and the order in which the work is to be accomplished. (e.g., in plowing, determines power requirements for soil conditions, depth of the plow, proper speed, where to begin, and how to complete the job). Makes judgments concerning equipment operations such as the lift capacity, weight, and balance of a backhoe and its load.

Completed work is checked for compliance to standard operating practices and special instructions such as the depth to plant seeds or the depth of ditches to be dug.

D. PHYSICAL EFFORT:

Frequent arm and leg movements are required to operate controls on the tractor and attachments. Often lifts and handles heavy equipment attachments when connecting them to tractors. Also lifts materials such as bags of fertilizer and seed, weighing up to 100 pounds.

E. WORKING CONDITIONS:

Work is usually performed outside resulting in frequent exposure to extended periods of hot sun, wind, dust, and bad weather. Severe jolting from the machinery occurs. Cuts and bruises may result from flying objects and branches, and serious injury may result from getting caught in operating equipment, or from collisions with automobiles when operating on or near public roads.

KNOWLEDGES, SKILLS, AND ABILITIES

WG-5705-6

1. Ability to do the work of a tractor operator.
2. Ability to operate the tractor and attached or towed equipment.
3. Ability to attach and adjust equipment and perform operator maintenance.
4. Ability to interpret and follow instructions.